



Private Improvement Agreement Submittal Requirements

New submittals:

- ☐ Private Improvement Agreement (PIA) Applicant Form
- ☐ 6 sets of PIA plans, sheets to be (24"x36")
7 sets will be required if Linear Park or Greenbelt Park is proposed
- ☐ 2 copies of the **approved or *substantially approved** tentative plat/development plan
- ☐ 2 copies of the **approved or *substantially approved** drainage statement/report
- ☐ 1 copy of the approved Geotechnical Report
- ☐ 1 CD Disk with a copy of the **APPROVED**: Tentative Plat/Development Plan (DWG **and** PDF format), Drainage Report (PDF format) including any HEC-RAS input and output files and Geotechnical/Soils report (PDF format).

*** When submitting substantially approved tentative plats and or drainage statements/report, a written approval must first be obtained from Jim Vogelsberg, COT-Development Services Engineering.**

Resubmittals:

- ☐ Return of the original redlined plan set
- ☐ Copies of the Revised plan set (1 Copy for each reviewer with comments including a copy for Development Services)
- ☐ Response letter addressing reviewer's comments (1 for each reviewer)
- ☐ Utility Clearance Letters (UCL) (if not previously submitted)
Clearance Letters must be submitted prior to submittal of mylars for final review

****The approved Tentative Plat/Development Plan and Drainage Report must be included with second submittal if they have not previously submitted.**